

## Message Text

PAGE 01 STATE 204586

61

ORIGIN SS-15

INFO OCT-01 EUR-12 ISO-00 /028 R

DRAFTED BY D:RWDUEMLING:CM

APPROVED BY D - ROBERT W. DUEMLING

S/S -FVORTIZ

----- 107410

P 272256Z AUG 75

FM SECSTATE WASHDC

TO AMEMBASSY OSLO PRIORITY

AMEMBASSY STOCKHOLM

AMEMBASSY HELSINKI

AMEMBASSY BUDAPEST

AMEMBASSY SOFIA

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E.O. 11652: N/A

TAGES: OVIP (INGERSOLL, ROBERT S.)

SUBJECT; ADMINISTRATIVE SUPPORT FOR THE DEPUTY SECRETARY

1. THIS TELEGRAM OUTLINES ADMINISTRATIVE SUPPORT WHICH WILL BE REQUIRED DURING THE DEPUTY SECRETARY'S FORTHCOMING VISIT TO YOUR POST.
2. THE DEPUTY SECRETARY WILL NEED AN OFFICE IN THE CHANCERY, BUT NONE REPEAT NONE IS REQUIRED WHERE HE WILL BE RESIDING (AMBASSADOR'S RESIDENCE OR HOTEL AS CASE MAY BE).
3. AN OFFICE IN CLOSE PROXIMITY TO THAT USED BY THE DEPUTY SECRETARY SHOULD BE PROVIDED FOR JOINT USE BY MR. DUEMLING AND MS. CAHILL. THIS OFFICE SHOULD CONTAIN TWO DESKS, ONE ELECTRIC TYPEWRITER, ONE STANDARD TYPEWRITER, AND USUAL OFFICE MATERIALS. PHOTOCOPY SERVICE SHOULD BE AVAILABLE WITHIN THE BUILDING, IF POSSIBLE.
4. PARTY WILL REQUIRE SERVICES OF ONE SECRETARY THROUGHOUT NORMAL WORKING DAY WITH SOME ARRANGEMENT FOR EVENING  
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PAGE 02 STATE 204586

ASSISTANCE SHOULD THAT BE REQUIRED. IN ADDITION, EACH POST SHOULD DESIGNATE ONE MIDDLE GRADE OFFICER TO ASSIST MR. DUEMLING AS HE MAY REQUIRE. THIS OFFICER SHOULD BE THOROUGHLY KNOWLEDGEABLE ABOUT LOCAL SCENE AND US RELATIONS

WITH HOST COUNTRY.

5. PARTY WILL REQUIRE APPROXIMATELY ONE DRAWER OF CLASSIFIED STORAGE, IN OFFICE USED BY MR. DUEMLING.

6. THE DEPUTY SECRETARY'S PARTY WILL RELY ON EMBASSY FOR INITIAL DRAFTING OF BASIC REPORTING TELEGRAMS, THANK YOU LETTERS, ETC. EMBASSIES SHOULD ANTICIPATE THESE REQUIREMENTS AS MUCH AS POSSIBLE SO THAT LETTERS CAN BE SIGNED PRIOR TO DEPUTY SECRETARY'S DEPARTURE FROM EACH COUNTRY. EMBASSIES SHOULD ALSO PROVIDE APPROPRIATE NOTES FOR SIGNATURE BY MRS. INGERSOLL.

7. MR. DUEMLING WILL BE AVAILABLE ON ARRIVAL AT EACH POST TO ANSWER ANY QUESTIONS ABOUT WORKING PROCEDURES AND SUPPORT REQUIREMENTS. INGERSOLL

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<< END OF DOCUMENT >>

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 26 AUG 1999  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 27 AUG 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Authority:** MartinML  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 28 MAY 2004  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1975STATE204586  
**Document Source:** ADS  
**Document Unique ID:** 00  
**Drafter:** D:RWDUEMLING:CM  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** n/a  
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**Office:** ORIGIN SS  
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**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 2  
**Previous Channel Indicators:**  
**Previous Classification:** LIMITED OFFICIAL USE  
**Previous Handling Restrictions:** n/a  
**Reference:** n/a  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** MartinML  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 02 MAY 2003  
**Review Event:**  
**Review Exemptions:** n/a  
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**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
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**TAGS:** OVIP, US, (INGERSOLL, ROBERT S)  
**To:** OSLO  
STOCKHOLM  
HELSINKI  
BUDAPEST  
SOFIA  
**Type:** TE

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